

STILLWATER COUNTY Job Description

CLASS TITLE: Justice Court Clerk

DEPARTMENT: Justice of the Peace

ACCOUNTABLE TO: Justice of the Peace

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs the duties prescribed by the judge and by the law that may include clerical and secretarial duties; work varies and requires individual judgment within well-defined legal procedures in the preparation and assembling of documents for the Justice of the Peace.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements include climbing, walking, bending, stooping, and lifting up to 35#s (greater with assistance);
- Demonstrated experience in spelling and proper use of grammar, with the ability to speak with clarity of speech and hearing;
- Work is performed in an office or courtroom where physical conditions are controllable;
- Must possess a valid Montana Operator's License.

MAJOR AREA OF ACCOUNTABILITY AND PERFORMANCE:

- Performs duties of secretarial and bookkeeping responsibilities of the Justice Court that assists Plaintiffs, Defendants, Prosecutors, and Attorneys with copies or information in the files as appropriate;
- May include such activities as greeting citizens, answering the telephone, opening mail, etc.;
- Opens and closes files of Criminal claims, Small Claims, Restraining Orders, and Civil cases brought before the Court;
- Maintains and files legal documents;
- Clerks hearings and trials for the Court, prepares minutes and necessary documents after the hearings;
- Issues Warrants, selects the Jury pool for trials, then issues warrants for payment of Jurors and/or Witnesses in all trials;
- Collects cash fines and bonds on a daily basis, accounts for funds received, maintains records, and checks for accuracy on all bonds, fines, time payments, and prepares daily bank deposits;
- Researches and copies information for background checks from several agencies;
- Fills out dispositions for citations, formal criminal charges and documents all activity for civil and small claims cases which consists of issuing Summons, Executions, and Judgements;
- Assists the public with small claim actions, may assist with trials as Bailiff/Clerk;
- Assists in budget preparation and accountability; provides statistical information to other criminal justice agencies as required.

CLASS TITLE: Justice Court Clerk (continued)

- Prepares extensive daily, monthly, quarterly, and annual reports and records for the Court; routinely handles cash fines, time payments, cash and commercial security bonds;
- Contacts with the public is frequent requiring tact and involving communication of complex information; Position requires complete understanding of the necessity for confidentiality;
- Performs such other duties as may be assigned or found needed.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Generally none, however may supervise Temporary worker(s) as directed.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High School graduate or equivalent with knowledge of modern office equipment and procedures with demonstrated spelling and grammar skills; Computer experience required;
- Bookkeeping knowledge and experience, shorthand or speed writing experience desirable; Knowledge or experience in the preparation, distribution, and maintenance of legal records helpful;
- Two (2) years of demonstrated experience in an office setting required;
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Maintains books properly and according to established procedures and practices for the recording of fines, bonds, and time payments established by the Montana Supreme Court;
- Demonstrates the ability to follow and carry out established court procedures;
- Keeps appropriate information in a confidential manner;
- Establishes and maintains effective relations with citizens, law enforcement personnel, attorneys, and co-workers;
- Possesses the ability to meet and deal with the public with tact and confidentiality;
- Attends workshops, seminar, and educational sessions and keeps updated on Justice Court Clerk duties procedures, guidelines in the law;
- Prepares memos for non-appearances, overdue Time pay, and issues Warrants;
- Performs other duties as may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 2-18-2017